

## MEGS Implementation Plan FAQs:

1. Upon accessing MEGS, if you receive a message that indicates grants are currently unavailable, please contact your school district/public school academy MEGS Authorized Official (level 5 person). He/she will need your MEIS account identification number (NOT your login name or password) in order to give you access as the MI School Readiness Program grant application Administrator (level 4). He/she should give you access to the MSRP application as an Application Administrator (level 4).
2. If you are an employee of a sub-contracting agency who is completing the Implementation Plan on behalf of the fiscal agent, you must contact the fiscal agent's authorized official (level 5) and have him/her initiate the 2007 MI School Readiness Program grant application. To determine who the fiscal agent's authorized official is, click the link Control Access to this Application under MANAGEMENT ACTIVITIES in the 2006 application. If you had been given access to the 2006 application, once the authorized official initiates the 2007 application, your security level will automatically pull forward and you should be able to complete the 2007 application. If the authorized official has initiated the 2007 application and you are unable to access it, you will need to contact the authorized official, give him/her your MEIS Account ID number and ask that you be given access to the MSRP application as an Application Administrator (level 4).
3. Only a MEGS Authorized Official (level 5) OR a MEGS Application Administrator (level 4) from the fiscal agency may Initiate an Application in MEGS.
4. A MEGS user given access to applications as a Grant Writer (level 2) is unable to modify applications returned for correction. Please work with your district/PSA authorized official to ensure your access to the MSRP application as an Application Administrator (level 4).
5. Consortium members pull forward from the 2007 CNRA. To add or remove a consortium member, click the link Consortium/Grant Member Information under the GENERAL INFORMATION heading on the Application Menu page. Consortium members will receive an automatic e-mail notice from the MEGS system indicating that they must log into the application and either accept or reject being part of this consortium.

**IMPORTANT:** ALL consortium members must accept being part of the consortium PRIOR to the completion of the Project Fact Sheet page of the application. When the SAVE button is clicked on the Project Fact Sheet, it pulls in the sum of the allocation for all consortium members that have accepted being part of the 2006-2007 MSRP application/consortium. Therefore, if even one consortium member has not accepted, the allocation amount on the Project Fact Sheet will not be correct!

To view the consortium member acceptance screen, click the link Consortium/Grant Member Information under the GENERAL INFORMATON heading on the Application Menu page. The table on this screen should show that each consortium member has "Accepted" being part of this consortium and will also include the "Allocation" for the particular consortium member.

6. When the application is complete, click the Errors link on the blue and white MEGS toolbar. All errors must be resolved before the application can be submitted.
7. If the Submit Application button is grayed out, you are probably not the Authorized Official (level 5) for your district/agency. Only a MEGS Authorized Official (level 5) may submit an application. To find out who is the Authorized Official for this application, click the link Control Access to this Application under the MANAGEMENT ACTIVITIES heading in the application.
8. Upon submission, MEGS will display a Confirmation of Submission screen that can be printed for your files. If you did not see the confirmation screen, your application was not submitted. Remember, only an Authorized Official (level 5) can submit an application in MEGS.